

ROSS W. D'URSO  
COMMISSIONER OF THE REVENUE  
COUNTY OF FAUQUIER  
PO BOX 149  
WARRENTON, VA 20188-0149



**QUESTIONS?**  
**(540)347-8788**

**DUE DATE**  
**MARCH 15**

**OFFICE USE ONLY**

FILED

STATUTORY

EXTENSION REQUESTED

**2004**

**FAUQUIER COUNTY BUSINESS PERSONAL PROPERTY DECLARATION**

**2004**

APPLICANT NAME:

TRADE AS NAME:

ADDRESS:

CITY, ST, ZIP:

ACCOUNT:	<input type="text"/>	SSN/ FEIN 1:	<input type="text"/>	SSN/ FEIN 2:	<input type="text"/>	<b>TYPE:</b> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____
PLEASE IDENTIFY BUSINESS LOCATION (E911 ADDRESS):	<input type="text"/>					
NATURE OF BUSINESS:	<input type="text"/>					
DATE BEGAN BUSINESS IN COUNTY/TOWN NEW BUSINESS ONLY:	<input type="text"/>	DATE BUSINESS CLOSED IN COUNTY/TOWN:	<input type="text"/>	DISTRICT:	<input type="text"/>	

**PART A** Property Schedule Summary for Business, Profession, Manufacturer, etc. ATTACH A SUPPORTING SCHEDULE FROM YOUR BOOKS OF ACCOUNT FOR ALL BUSINESS USE PROPERTY OWNED AND LOCATED IN FAUQUIER COUNTY ON JANUARY 1 OF THIS YEAR.

<b>YEAR ACQUIRED</b> If columns 1, 1A & 3 do not have preprinted figures and you had acquired equipment, enter totals for each year in Columns 2, 2A or 4 <b>PROPERTY ACQUIRED:</b>	<b>Original Cost of Business Furniture, Fixtures, Tools &amp; Equipment (1)</b>	<b>Adjusted Original Cost (2)</b>	<b>Computer Equipment (1A)</b>	<b>Adjusted Original Cost (2A)</b>	<b>Manufacturer Machinery &amp; Tools (3)</b>	<b>Adjusted Original Cost (4)</b>
During 2003:	<b>NEW ACQUISITIONS</b>		<b>NEW ACQUISITIONS</b>		<b>NEW ACQUISITIONS</b>	
During 2002:						
During 2001:						
During 2000:						
During 1999:						
During 1998:						
During 1997 & Prior Years						
<b>OFFICE USE</b> →						

**PART B** LEASED PROPERTY - LIST ALL TANGIBLE PERSONAL PROPERTY (EXCEPT VEHICLES) LEASED, RENTED OR HELD FROM OTHERS. (Continue on back if necessary.)

NAME OF OWNER:	SSN/FEIN:	OWNER ADDRESS:	DESCRIPTION OF ITEM:
LEASE/CONTRACT #:	ESTIMATED VALUE:	ANNUAL RENT:	LEASE TERM:

I declare under the penalties provided by law that this return, including any accompanying schedule(s) and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return. I understand that a 10% late filing penalty will be imposed on my tax bill if this form is filed after March 15. NOTE: It is a misdemeanor for any person willfully to subscribe a return which he/she does not believe to be true and correct as to every material matter. (Code of VA., SEC.58.1-11)

<b>X</b>			
SIGNATURE		DATE	DAY TIME PHONE NUMBER
SIGNATURE OF THIRD PARTY TAX PREPARER		DATE	DAY TIME PHONE NUMBER
NAME OF THIRD PARTY TAX PREPARER	PREPARER		

## LEASED PROPERTY (Con't)

NAME OF OWNER:		SSN/FEIN:	OWNER ADDRESS:		DESCRIPTION OF ITEM:
LEASE/CONTRACT #:		ESTIMATED VALUE:		ANNUAL RENT:	LEASE TERM:

NAME OF OWNER:		SSN/FEIN:	OWNER ADDRESS:		DESCRIPTION OF ITEM:
LEASE/CONTRACT #:		ESTIMATED VALUE:		ANNUAL RENT:	LEASE TERM:

NAME OF OWNER:		SSN/FEIN:	OWNER ADDRESS:		DESCRIPTION OF ITEM:
LEASE/CONTRACT #:		ESTIMATED VALUE:		ANNUAL RENT:	LEASE TERM:

## PROPERTY SCHEDULE

This Schedule is provided for your use if you need it. If you are providing your own schedule or using this one, please be sure to include the name of the items, cost and acquisition date. Identify any item that is Computer equipment. NOTE: Cost to be reported is the total original cost, whether fully depreciated or not for federal income tax purposes. In the event there was no cost for acquisition, provide an estimate of fair market value at the time of acquisition. Items of personal ownership used in the business are considered converted to business use and are subject to taxation.

[illegible]

**What is this form?** This is your Business Tangible Personal Property Declaration on which you are to file all furniture, fixtures, tools and equipment used in a trade or business. (Va. Code Section 58.1-3503). Machinery and tools used in a manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dry cleaning or laundry business are to be listed and segregated as a separate class (Va. Code Sec. 58.1-3507).

**What should I do with it?** First, take a look at the preprinted ownership information for accuracy, then follow the instructions for Parts A & B where applicable. You need to provide a complete schedule of all personal property used in your business. That schedule should include the name of item, acquisition date and cost (whether fully depreciated or not for federal income tax purposes). In the event there was no cost for acquisition, please provide an estimate of fair market value at the time of acquisition.

**Am I required to file this form?** If you conducted business as an individual, partnership or corporation, or if you own leased business equipment in Fauquier County on January 1 of this year you must complete and file this return.

**When is it due?** The form and associated schedules/property lists are due no later than **March 15**. If you file late or not at all, by law a 10% penalty will be added to your bill.

**What if I can't get this back on time?** If you are unable to file by March 15, a request for a 30-day extension can be made in writing to the Commissioner of the Revenue. It must be made prior to March 15.

**Where do I return it?** Completed returns may be delivered or mailed to the Commissioner of the Revenue, Attention Personal Property Division, P.O. Box 149, Warrenton, Virginia 20188-0149. The office is located at 40 Culpeper Street in Warrenton.

**What happens if I don't do anything?** Since the assessment is based on the information and schedule(s) that you provide, an assessment will be made by means of percentage of original cost and/or fair market value. If no information is provided, however, the Commissioner of the Revenue is required by law to assess the property based on the best information available, which will result in a tax due on October 5. This is called a statutory assessment. (Va. Code Section 58.1-3519)

**I need help!** Additional forms, information and assistance are available at the Fauquier County Court House, Commissioner of the Revenue Office, Warrenton or you may call (540) 347-8788.

### **Instructions**

**Ownership Information:** This area provides ownership and location information. Make sure all preprinted information is correct and complete. Providing business location will assist in establishing a correct district. Providing nature of business will assist in determining the proper classification, (i.e., business, manufacturer, rental, etc.). Please be sure to check either individual, corporation, partnership, LLC or other (signify other). If only one partner's name is listed or if corporation name is not complete, please correct and provide complete information.

#### **Part A**

##### **Property Summary:**

**Column 1:** This column will contain the total original cost of all business equipment acquired during the captioned year. If the figures are preprinted they should be verified by you and supported by an attached schedule. If the column is blank or you are a first year filer, please enter the total original cost of your business items and submit supporting schedules. Note: A schedule is provided for your use if you need it.

**Column 2:** Use this column to report the adjusted original cost only if preprinted figures are in Column 1. If you disposed of something previously reported, subtract the amount and report the new net figure. Example: 3rd row of Column 1 shows \$4,300 (you no longer have the Personal Computer bought that year which cost \$2,000)  $\$4,300 - \$2,000 = \$2,300$ . In the box labeled New Acquisitions, enter the figure represented by the total cost of all equipment acquired last year.

**Columns 1A & 2A:** These columns are used in the same manner as Columns 1 and 2, but are for computer equipment.

**Columns 3 & 4:** These columns are used in the same manner as Columns 1 and 2 are, but for a manufacturing business. Machinery and tools are used in a manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dry cleaning or laundry business.

#### **Part B**

**Leased Property:** List all tangible personal property leased, rented or held from others (even if held without monetary compensation). Va. Code 58.1-3518.

**OTHER IMPORTANT ITEMS:** Upon receipt, all returns are reviewed for completeness. If return is sent back for insufficient data, the return will be treated as if it had not been filed and will be subject to a late filing penalty unless refiled on time.

Supplying the county with Employer's I.D. Number is voluntary. Use of the individual taxpayer's social security number is for informational purposes only.

A county business license must be obtained from the Commissioner's office when beginning a business in the county (540) 347-8788. When beginning a business in a town, a town license is required. Warrenton (540)347-1101; The Plains (540)364-4945; Remington (540)439-3220.